

**CONFIDENTIAL**

16 JUN 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: DPD Staffing Complement

1. Paragraph 5 of this memorandum contains recommendations for your approval.

2. The Deputy Director (Plans) has requested that a new position, Assistant Chief of DPD, be established on the Staffing Complement of that Division. It is planned to include this position among the authorized supergrade positions of the Clandestine Services at such time as a general revision of the supergrade structure is undertaken. For the present, therefore, it is suggested that establishing the new position at grade GS-15 will provide the necessary assignment point for the individual to be designated as Assistant Chief.

3. The Office of the Chief, DPD is now serviced by one Secretary (Administrative Assistant), grade GS-9. To provide adequate secretarial services to the positions of Chief, Deputy Chief, and Assistant Chief, it is requested that an additional position of Secretary, grade GS-7 be established.

4. The authorized strength and planned positions of DPD are currently established at [redacted] effective 1 July 1960. As the Deputy Director (Plans) informed you, he intends to review this situation in the next month or so and make such changes as circumstances require. Because of that, we are not suggesting equating deletions in the planned positions at this time.

5. Recommend establishing of two new positions in the Office of the Chief, DPD, i.e. Assistant Chief, GS-15 and Secretary, GS-7.

[redacted]  
Personal Officer DPD

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CONCUR:

[redacted]

Special Support Assistant/DDS

DDC	1	REV DATE	14 MAY 1961	BY	029725
ORIG COMP		OPI	38	TYPE	01
ORIG CLASS	5	PARTS	1	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH	HR 10-2

Recommendation in paragraph 5 is APPROVED:

Signed 22 JUN 1960 \*

L. K. WHITE  
Deputy Director  
(Support)

\*No change in ceiling is involved at the present time.

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ASSA (Pers) [redacted] bbo (15 June 1960)

Approved for Release 2001/08/14 : CIA-RDP80-01370R000200020001-7

✓ - Comp, 1 - C/Sys. Staff, 1 - SSA-DDS

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